

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 9200 Oakdale Avenue, Chatsworth, California, on October 23, 2019.

Trustees Present

Manuel Alfaro
Elizabeth Badger
Elena Burnett
Melissa Ferman
Anna Hamilton
Sharoll Jackson
Angelina Martinez
Lillian Martinez
Caroline Mitchell
Debra Newman
Jeremy Sunderland
Curtis Wang

Trustees Absent

Adam Breall
Marianne Davis
Todd Withers

Staff Present

Sara Iwahashi
Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfes
Fay Shapiro
Taneca Townsend
Jesse Weller

Guests Present

Nicholas Abrahms
Raquel Armendariz
Ivette Arriaga
Jaclyn Balanay
Dena Bogrow
Leticia Garcia
Michelle Heid
Gabriela Herrera
Nelmonika Jones
Julie Eby-McKenzie
Claudia Picerni
Carla Suarez-Capdet

1. Call to Order & Introductions – Elena Burnett, Board President

Elena Burnett, president, called the meeting to order at 6:32 p.m. and introductions were made.

2. Public Input & Comments (3 minutes)

Julie Eby-McKenzie announced that the State Council on Developmental Disabilities is drafting their next 5-year plan and are soliciting public input. Please go to the website and complete a short survey to provide your input: scdd.ca.gov.

3. Consent Items

A. Approval of Revised Agenda (*Packet 2, page 94*)

Some of the references to page numbers on the agenda were corrected.

M/S/C (A. Martinez/C. Mitchell) To approve the revised agenda as corrected.

B. Approval of September 11th Board Meeting Minutes (*Packet 1, page 6*)

Item 17.A. was corrected to read October 23rd, at 6:30 p.m.

M/S/C (C. Wang/C. Mitchell) To approve the minutes as corrected.

4. Presentation of NLACRC's Draft 2020 Performance Contract (*Packet 2, page 97*)

Copies of the draft 2020 performance contract along were included in the meeting packet along with information about the 2 public hearings that were held to present the contract and obtain community input. Sara Iwahashi reviewed this information with the board. The performance contract is a performance-based accountability system that includes public policy performance measures, compliance measures, purchase of service (POS) measures related to reducing disparities and promoting equity of services, employment measures, and locally developed public policy outcomes (optional). All regional centers are required to participate. The 2020 contract includes 8 public policy performance measures. At the end of the contract, there were 11 final compliance measures listed that the center must strive to achieve. The draft contract will be presented at the November board meeting for approval and then it will be submitted to the Department of Developmental Services (DDS) for approval.

5. Committee Action Items (*Packet 1, page 15*)

A. Executive Committee – Elena Burnett

1. Approval of Conflict of Interest Resolution Plan for Lillian Martinez

M/S/C (D. Newman/A. Martinez) To approve the conflict of interest plan for Lillian Martinez and approve re-submitting it to the Department of Developmental Services (DDS) and the State Council on Developmental Disabilities (SCDD) for their review and approval.

B. Nominating Committee – Curtis Wang

1. Election of 1st Vice President: Anna Hamilton

M/S/C (C. Mitchell/L. Martinez) To elect Anna Hamilton to serve as the board's 1st vice president for the remainder of this fiscal year.

6. Additional Committee Action Items (*Packet 2, page 120*)

A. Administrative Affairs (Manu Alfaro)

1. Approval of Contracts:

- a. Beyond Expectations (PL1823-605)
- b. Enrichment & Social Opportunities for Life Skills (PL1806-612)
- c. Enrichment & Social Opportunities for Life Skills (PL1825-055)
- d. Enrichment & Social Opportunities for Life Skills (HL0885-880)
- e. Institute for Effective Behavioral Interventions (PL1813-062)

M/S/C (A. Hamilton/A. Martinez) To approve the 5 contracts listed above as presented.

7. **Executive Director's Report - Ruth Janka** (*Packet 2, page 132*)

Ruth gave her report which included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. Attached to her report were the center's monthly quality assurance report, consumer statistics report, and special incidents overview. Also attached to Ruth's report was an overview of the Saddle Ridge fire and how the center responded to it.

8. **Association of Regional Center Agencies (ARCA) - Debra Newman**

A. Report on October 17th & 18th Meetings (San Diego)

Debra is the chair of the ARCA Board Delegates Group. At the group's October 17th meeting, they discussed challenges they would like to see remedied and will continue to the discussion through conference calls until their next meeting when they will select which challenges they would like to pursue through legislation.

Action: Please forward any challenges you see to Jennifer and she will forward them to Debra.

B. Next ARCA Meetings: January 23rd & 24th (Sacramento)

9. **Administrative Affairs Committee - Manu Alfaro** (*Packet 1, page 26*)

A. Minutes of the September 25th Meeting

The minutes were included in the meeting packet; please see Manu with any questions.

B. Financial Report

The August 2019 financial report showed that the center's operations budget for FY 2019-20 is \$55,018,549, the purchase of service (POS) budget is \$483,009,784,

the family resource center budget is \$207,187, and the CalFresh budget is \$49,992 for a total budget of \$538,285,512 at this point. We will not know whether we will be projecting a surplus or deficit in our POS budget until we complete our first POS expenditure projection which is due to the Department of Developmental Services (DDS) on December 10th.

C. Human Resources 1st Quarter Report

During the 1st quarter of this fiscal year, the center had 1 position on hold, 16 new hires, 8 promotions, and 14 separations for a quarterly turnover rate of 0.07%.

10. **Consumer Advisory Committee - Caroline Mitchell** (*Packet 1, page 45*)

A. Minutes of the October 2nd Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

11. **Consumer Services Committee – Caroline Mitchell**

A. Minutes of the October 16th Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

B. 1st Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 1st quarter of this fiscal year, the center approved 271 requests and denied only 1.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language for respite. The report showed that during the 1st quarter, the center approved 5 requests and denied 0.

C. 1st Quarter Consumer Diagnosis Report

Copies of the report were provided to the committee for their review. The report showed diagnostic information about the center's consumers each quarter since

July 1, 2017. Of the 27,004 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,885
2. Autism: 11,637 (an increase of 18.15% since July 1, 2017)
3. Cerebral Palsy: 563
4. Epilepsy: 251
5. Other developmental disability: 1,237
6. Status 0, 1, 2: 4,431

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services.

D. 1st Quarter Appeals/Hearings Report

During the 1st quarter:

1. Eligibility: 620 Notices of Action (NOAs) were sent and 16 were returned (appealed); 9 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 267 Notices of Action were sent and 10 were returned; 4 additional hearings were requested from NOAs sent in previous quarters.
3. Hearings: 9 fair hearings were held:
 - 3 eligibility hearings (1 denied, 1 dismissed and 1 pending a decision)
 - 6 service hearings (1 granted, 3 partially granted, 1 denied, 1 dismissed)

12. **Executive Committee - Elena Burnett** (*Packet 1, page 49*)

A. Minutes of the September 25th Meeting

The minutes were included in the meeting packets; please see Elena with any questions.

B. Executive Director's Evaluation Process & Form

Michele Marra reviewed the evaluation process and form with the board. Board members are required to complete an evaluation of the executive director each year in March.

C. Action Taken to Adjust FY 2018-19 Board Budget

The committee took action, on behalf of the Board of Trustees, to approve transferring funds from the surplus board budget line items to cover the 2 shortfalls.

D. Action Taken re: Board Holiday Brunch

The Executive Committee decided that the annual board holiday party will be a brunch on at 11:30 a.m. on Sunday, December 8th, at the Salt Creek Grill in Valencia. Invitations are forthcoming.

E. 4th Quarter Report on the Center's Strategic Plan – Deferred

F. Annual Report on Whistleblower Activity - Deferred

13. **Government & Community Relations - Jeremy Sunderland**

A. Report on September 18th Legislative Training

The annual legislative training was held in September for board, Vendor Advisory Committee, and staff members, in lieu of the Consumer Services & Government/Community Relations Committee meetings.

B. Minutes of the October 16th Meeting

The minutes were included in the meeting packets; please see Jeremy with any questions.

C. Legislative Educators Report

Copies of the legislative educators' report were included in the meeting packet, which included updates on the rate study and associated rate models, the Developmental Services task force, trainings, legislative calendar, their collaboration with the Vendor Advisory Committee and the provider community, disparity-related activities, and upcoming events.

14. **Nominating Committee - Curtis Wang (Packet 1, page 62)**

A. Minutes of the October 10th Meeting

The minutes were included in the meeting packets; please see Curtis with any questions.

B. Status of Recruitment

The committee will be conducting interviews with board applicants on Thursday, November 7th, and Thursday, November 14th. The proposed nominees will be presented at the November board meeting.

15. **Post-Retirement Medical Trust - Elena Burnett** *(No Report)*

A. Next Quarterly Meeting: Wednesday, October 30th

16. **Strategic Planning Committee – Caroline Mitchell** *(No Report)*

A. Next Quarterly Meeting: Wednesday, November 4th

17. **Vendor Advisory Committee - Sharoll Jackson** *(Packet 1, page 65)*

A. Minutes of the September 5th Meeting

B. Minutes of the October 3rd Meeting

The minutes were included in the meeting packet; please see Sharoll with any questions.

18. **Old Business/New Business** *(Packet 1, page 84)*

A. Board and Committee Meeting Attendance Sheets

Updated board and board committee attendance sheets are always included in the monthly meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

B. Visitation Reports

Board members are encouraged to visit NLACRC funded service provider sites for educational purposes. Lillian Martinez will be visiting Jay Nolan's program in the Antelope Valley and will give a report on that visit at the next board meeting.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Complete Meeting Evaluations

Elena asked the board members to please complete their evaluations after the meeting and submit them to her with any comments.

19. **Executive Session**

- A. Labor Contract Negotiations
- B. Personnel Matter

M/S/C (C. Mitchell/C. Wang) To go into executive session at 8:22 p.m.

The executive session ended at 9:21 p.m. and the meeting resumed.

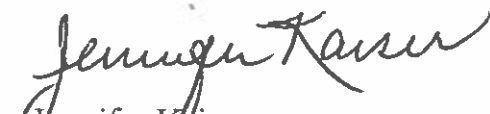
20. **Announcements/Information/Public Input**

- A. Board of Trustees Training on DDS Contract & Lanterman Act: Wednesday, November 20th, at 6:30 p.m. (San Fernando Valley Office)
- B. Next Board Meeting: Wednesday, January 15th, at 6:30 p.m. (San Fernando Valley Office)

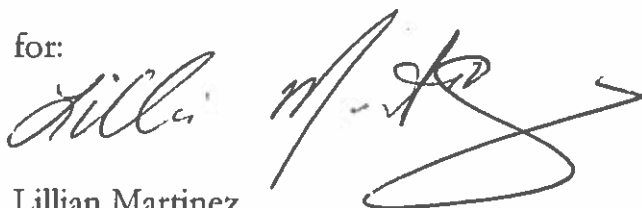
21. **Adjournment**

Elena adjourned the meeting at 9:22 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Lillian Martinez
Board Secretary